



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT  
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PROCUREMENT NOTICE

REQUEST FOR QUOTATION

PP REF#: 4A1507/PSD/001

**Leasing of Temporary Office Space for Customer Service Center (CSC) of the Liberia Electricity Corporation (LEC)**

October 28, 2019

Country: Liberia

City/Locality: Monrovia

Ref# Number: 4A1507/PSD/001

Contract Name: *“Leasing of Temporary Office Space for Customer Service Center (CSC) of the Liberia Electricity Corporation (LEC)”*

Project Name: Energy

Funding Agency: Millennium Challenge Corporation

Employer: Millennium Challenge Account – Liberia (MCA-Liberia)

1. MCA-Liberia, an organization of the Government of Liberia that manages the Compact Agreement with funding from the Millennium Challenge Corporation, intends to procure the facilities and services for which the detailed technical specifications are provided in Annex 1 of the Request for Quotation (RFQ).
2. Brief Description of the facilities and services to be provided.

Item No.	Description
1	Temporary Office Space for Lease, with Electricity and Running Water, to be used by the Customer Service Center of the Liberia Electricity Corporation.

3. You are invited to submit your price quotation in the format provided under Annex 2 of the RFQ for the Office Lease by **3:00 p.m., November 13, 2019**. **Please see Annex 1 of the RFQ for the detailed specification of office space.**

Currency	USD
Delivery expected/ Turnover of Facility to CSC of LEC	Office Space shall be turned over to the Customer Service Center of LEC within four (4) weeks of the date of last signature of the Lease Agreement

<b>Warranty</b>	Not applicable.
<b>Quotation Validity</b>	90 days
<b>Quotations submitted via:</b>	Hand Delivery: MCA-L PA Office

4. This requirement is open to eligible service providers as defined in the MCC Program Procurement Guidelines (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). Each Service Provider will undergo eligibility verification during the evaluation process, and throughout the life of the Purchase Order Agreement, in accordance with MCC Guidance on Excluded Parties Verification Procedure.
5. The estimated budget for the period of seven (7) months of leasing of the required office space that meets the technical specifications (including all services) indicated in Annex 1 of this RFQ is between \$40,000 and \$50,000. Offers greater than the indicated amount will not be rejected solely based on price.
6. All documents submitted shall be in **English**. Any quotation which is not submitted in English, or is not accompanied by a certified translation, will be rejected.
7. Evaluation of offers and award of Lease Agreement:  
  
Offers determined to be substantially responsive to the description of the technical specifications will be evaluated by comparison of quoted prices, using “shopping” procurement method in accordance with MCC Program Procurement Guidelines which are provided on the MCC website (<https://www.mcc.gov/resources/doc/program-procurement-guidelines>). A Purchase Order Agreement will be signed with the Service Provider that offers the total lowest evaluated and reasonable price which meets the required technical specifications indicated in **Annex 1 of the RFQ**.
8. The Lease Agreement terms and conditions shall be agreed with the lowest substantially responsive Service Provider. In case there is no agreement with the lowest substantially responsive Service Provider, the next lowest substantially responsive Service Provider will be considered.
9. The lease will be paid on a monthly basis on completion of the month and at the beginning of every month.
10. The expected duration of the lease is estimated to be from February 2020 until August 2020.
11. MCA-Liberia is not bound to accept any quotation submitted by the invited Service Providers and may cancel the procurement process at any time without providing any justification to the Service Providers.
12. Bid Challenge: Service Providers may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the MCA-Liberia and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-Liberia’s website at [www.mca.gov.lr](http://www.mca.gov.lr).

13. Your quotation in the required format (**Annex 2 of the RFQ**) along with floor plans and pictures should be addressed to:

**MCA-Liberia**

Attention: Procurement Agent  
2<sup>nd</sup> Floor, F & F Building  
63 United Nations Drive  
Mamba Point, Coconut Plantation  
Monrovia, Liberia  
Email: [MCALiberiaPA@cardno.com](mailto:MCALiberiaPA@cardno.com)

14. Service Providers interested in submitting a quotation should register their interest by sending an e-mail, giving full contact details of the Service Provider, to the email address above (under clause 13). This will ensure that the Service Providers receive a copy of the RFQ and updates regarding the RFQ.